

**Peralta Community College District
Budget Development Calendar
Fiscal Year 2023-24**

Tentative Budget		
Date	Responsible	Action Item
January 09, 2023	Vice Chancellor for Finance and Administration	Governor Proposed Budget releases.
January 16, 2023	Vice Chancellor for Finance & Administration and Chancellor	Review Budget Development Calendar with Chancellor.
January 20, 2023*	Vice Chancellor for Finance & Administration and Budget Director	District Office Presentation at the Colleges Level Budget Committees meeting to present the Governor's Proposed Budget.
January 23, 2023	Vice Chancellor for Finance and Administration	Projected Funds for 2023-24 fiscal year based upon Governor's budget proposal reviewed with the Planning and Budgeting Council and Chancellor's Cabinet. Draft budget assumptions for the Tentative Budget.
January 24, 2023	Vice Chancellor for Finance and Administration	Budget calendar to Board of Trustees for adoption (AP 6250).
January 27, 2023	Vice Chancellor for Finance & Administration and Chancellor	Review Budget Development Calendar with Chancellor.
February 02, 2023	Budget Director	Round 1 positions control for 2023-24 fiscal year distribution to colleges.
February 03, 2023	Chancellor Vice Chancellors College Presidents Business Directors Budget Director	Prior and current year line item budgets, instruction packets, and due dates are distributed to Campus Presidents, Business Directors, and Vice Chancellors for distribution to managers with budget responsibility. Campus and DAC budget processes determine priorities, reallocation of funds (within college), and responsibility managers prepare budget forms for submittal to Budget Director.
February 17, 2023	Planning and Budgeting Council	Review Governor's 2023-24 Proposed Budget. Review Tentative Budget Assumptions. Review the Budget Allocation Model (Student Centered Funding Formula).
February 24, 2023	Vice Chancellor for Finance & Administration and Chancellor	Review Tentative Budget Assumptions and Allocation.
March 03, 2023	College Presidents Vice Chancellors Business Directors	Submit discretionary budget worksheets to Budget Director. Submit round 1 positions control worksheets with any changes to the Budget Director.
March 17, 2023*	Vice Chancellor for Finance and Administration Budget Director	2023-24 preliminary budgets submissions are presented to the Planning and Budgeting Council.

		Round 2 position control worksheets are sent to the College Presidents, Business Directors, and Vice Chancellors.
March 24, 2023	Vice Chancellor for Finance and Administration Budget Director Planning & Budgeting Council	Discussion and review of the FTES allocation and enrollment numbers to make a recommendation for the Chancellor's Cabinet in the upcoming year. (Note: to be completed earlier in the future.)
March 31, 2023	College Presidents Vice Chancellors Business Directors	Submit round 2 positions control worksheets revisions to Budget Director.
April 03, 2023	Budget Director	Load positions control and discretionary budgets into Peoplesoft.
April 17, 2023	Vice Chancellor for Finance and Administration	Chancellor's Cabinet updated on status of Preliminary Budget. Review, discussion, and recommended adjustments brought forward.
May 05, 2023*	Vice Chancellor for Finance and Administration	Governor May Revision releases.
May 26, 2023	Vice Chancellor for Finance and Administration	Finalizes budget assumptions for the Tentative Budget. Preliminary budget is presented to the Planning and Budgeting Council.
June 02, 2023*	Vice Chancellor for Finance & Administration and Budget Director	District Office Presentation at the Colleges Level Budget Committees meeting to present the Governor's May Revised Budget.
June 13, 2023	Vice Chancellor for Finance and Administration	Tentative Budget is presented to the Board of Trustees for the first read.
June 27, 2023	Vice Chancellor for Finance and Administration	Tentative Budget is presented to the Board of Trustees for approval.
Adopted Budget		
August 21, 2023	Vice Chancellor for Finance & Administration and Chancellor	Review Adopted Budget Assumptions and Allocation.
August 25, 2023*	Vice Chancellor for Finance & Administration and Budget Director	District Office Presentation at the Colleges Level Budget Committees meeting to present the Adopted Budget/changes from the May Revise.
September 1, 2023	Planning and Budgeting Council	Review draft of the Adopted Budget.
September 12, 2023	Vice Chancellor for Finance and Administration	Present the Adopted Budget to the Board for approval.

* Estimated date(s).